

## **Historic, Archive Document**

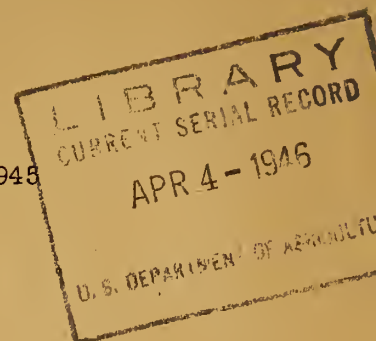
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WAR FOOD ADMINISTRATION  
Office of Marketing Services

March 29, 1945



FISCAL DIVISION MEMORANDUM NO. 5

Payrolls For Employees Returning From Military Furlough


In the preparation of payrolls for employees returning from military furlough it should be noted that it is unnecessary to furnish the disbursing officer's reference to the payroll on which the employee was last paid.

Attention is directed to Budget and Finance Circular 656 which states in part:

"Proper payroll notations must be made when an employee's name is removed from or restored to the payroll. In order to have a uniform procedure within the Department, references should be made in the following manner:

1. \*\*\*\*
2. When an employee returns to active duty and his name is restored to the payroll, this notation will be made:

"Restored to rolls effective (date, and time if after beginning of official hours) from leave (or furlough) without pay."

  
H. L. McLeod, Acting  
Chief Fiscal Officer

